

### **-Vacancy Announcement –**

The Housing and Community Development Authority is accepting resumes for a Homeownership Analyst.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Lee McClendon at [lmccclendon@ihcda.in.gov](mailto:lmccclendon@ihcda.in.gov) with the title of the position in the e-mail subject line.

Additionally, candidates will also need to apply to job ID 591799 via the state's job bank at [www.IN.gov/spd](http://www.IN.gov/spd) . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until further notice.

Please see next page for job description.

**IHCDA****Job Expectations**

<b>Title</b>	Homeownership Analyst	<b>Non-Exempt</b>
<b>Reports to</b>	Homeownership Assistant Director	<b>Date last revised:</b> August 2014
<b>Supervises</b>	N/A	
<b>Summary</b>	The Homeownership Analyst contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by serving as the key financial position for the department. The position has the responsibility for the maintenance of the Fannie and Ginnie Mae pipelines on a daily basis. This includes but is not limited to the establishment of interest rates, extensions and pricing on a loan level basis daily. In addition, the position is responsible for the ultimate settlement of the Fannie and Ginnie Mae pools monthly. The settlement and maintenance of the pools is the largest source of income to this department.	
<b>Evaluation of performance</b>	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	

<p><b>Key outcomes expected</b></p>	<ul style="list-style-type: none"> <li>• On a daily basis this position is expected to review and process all Down Payment Assistance requests presented by our participating Lenders. This will include but not be limited to verification of accuracy of the information including the dollar amount and subsequently insuring the delivery of said funds to the participating lender to complete the designated established closing dates.</li> <li>• This responsibility will be to complete the re-issuance of Mortgage Credit Certificates as they are received from our borrowers and or lenders on a daily basis. This will include but not be limited to approval of the borrower's eligibility. In addition this position will be required to obtain the necessary data from the mortgage documents that are presented.</li> <li>• This individual will be responsible for competently managing the department's dollar volume of new and existing loan production. This will involve the day to day management of the department's total allocation of loans funded to maintain the appropriate cost of funds and potentially a reduction in such.</li> <li>• The responsibility will be one of accurately and effectively determining the validity of each loan in the portfolio and making the appropriate judgment as to when each loan is no longer a viable asset to the department. In addition the individual will need to effectively make the decision as to the classification of these assets to ascertain the cost of effectiveness of the department.</li> <li>• This position will take on the responsibilities of a Tax Compliance underwriter which is to review application packages for sales price, income and tenancy requirements. This function will be implemented on an as needed basis as volume would dictate. This is to insure the agreed upon service levels are maintained with our participating lenders and realtors.</li> </ul>
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<b>Critical skills, knowledge, and behaviors</b>	<p>Demonstrates effective verbal and written communication skills.</p> <p>Able to effectively communicate with a variety of individuals with diverse backgrounds, education, and economic levels.</p> <p>Demonstrates strong presentation skills. Can facilitate both large and small group presentations.</p> <p>Demonstrates customer service orientation.</p> <p>Able to think logically and analytically.</p> <p>Proactive in anticipating and alerting others to problems with projects or processes.</p> <p>High detail orientation and accuracy.</p> <p>Takes initiative and needs little supervision.</p> <p>Able to prioritize, organize tasks and time, and follow up.</p> <p>Performs responsibilities efficiently and timely.</p> <p>Able to juggle multiple requests and meet multiple deadlines.</p> <p>Able to work well in a team environment and as part of a team.</p> <p>Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage .</p> <p>Demonstrates proficiency in basic mathematics.</p> <p>Demonstrates confidence in tasks given</p> <p>Flexibility in adapting to change</p> <p>Ability to identify and make recommendations for improvement in department.</p>
<b>Education, experience, degrees, licenses</b>	<p>High school degree or equivalent required; Bachelors or Associates Degree preferred</p> <p>1-3 years relevant job experience in real estate, finance or banking.</p>
<b>Work environment and physical demands</b>	<p>Work is performed in an office environment.</p> <p>Must be able to work proficiently with computers and other office equipment.</p>